



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 30, 2024**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Signature on application to initiate the petition process for a Special Use Authorization for a new Rural Water District #1 water tower.
4. Road and Bridge Advisory Board appointments
5. Sign Riley County Employee Action Form(s)
6. Discuss County Officials Luncheon June 10th
7. Approve payroll/accounts payables (when completed)

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - May 23, 2024 8:30 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

11. Administrative Work Session

9:20 AM

Gary Fike, County Extension Director

12. 2025 Riley County Extension Appropriation Request

9:35 AM

Anna Burson, Appraiser

13. Staff Update

9:50 AM Megan Lewis, Interim Community Corrections Director

14. Updated CY2025 Budget Request

9:55 AM Board of County Commissioners

15. Discuss letter from Geary County regarding the North Central Kansas Regional Juvenile Detention Facility

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



PLANNING & DEVELOPMENT
Application

Amanda Webb
Planning/Special Projects
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

COMMISSION AGENDA REPORT

FROM: Robert Isaac

MEETING: May 30, 2024

SUBJECT: Signature on application to initiate the petition process for a Special Use Authorization for a new Rural Water District #1 water tower.

PRESENTER: Robert Isaac

BACKGROUND

The Board of Commissioners of Riley County have granted a private easement to Rural Water District #1, over a 22,500 sq ft. portion of a 19.6-acre unplatted tract of land owned and utilized by Riley County, in order to allow the construction of a 300,000-gallon water tower. The purpose of this project is to enhance the overall reliability of the system by increasing water storage and decreasing service interruptions during periods of peak usage and emergencies, and allowing for additional growth immediately northwest of Manhattan and throughout Riley County.

DISCUSSION

The standard application procedure requires the property owner to sign the application for petition, although Rural Water District #1 will be the applicant. The public hearing process will commence upon the signing of the application by the Board of County Commissioners.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

- . Approve the measure
- . Deny the measure
- . Modify or develop alternatives if other concerns or factors arise
- . Schedule work session to discuss issue further

RECOMMENDATION(S)

Staff recommends that the Chair of Board of County Commissioners sign the application authorizing staff to publish the Notice of Public Hearing, commencing the process for the aforementioned Special Use Authorization.

POSSIBLE MOTION(S)

ACTION NEEDED:

- . Motion to sign the application to commence the application process for a Special Use Authorization for a 300,000-gallon water tower, with Rural Water District #1 as the applicant.
Or
- . Motion to not sign the application to commence the application process for a Special Use Authorization for a 300,000-gallon water tower, with Rural Water District #1 as the applicant.

ATTACHMENT(S):

Application

Enclosures:

- Application for RWD #1 water tower (PDF)



PLANNING & DEVELOPMENT
110 COURTHOUSE PLAZA, MANHATTAN, KS 66502
(785) 537-6332

Application deadline: May 28, 2024

APPLICATION

OFFICE USE ONLY

RECEIPT #: _____ CHECK #: _____ DATE PAID: _____

PETITION #: _____ Date of pre-application conference with Planner: _____ (initial)

PREVIOUS PETITIONS: _____

____ Riley County Planning Board _____ Application approved for publication by: Planner: _____ (initial)

____ Manhattan Urban Area Planning Board _____

____ Board of Zoning Appeals _____ Floodplain Manager: _____ (initial)

____ Board of County Commissioners _____ Environmental Health: _____ (initial)

- Name of Applicant: Riley County Rural Water District No. 1
 Mailing Address: 2616 Eureka Terrace City, State, Zip: Manhattan, KS 66502
 Daytime Phone: (785) 537-4440 Evening Phone: N/A
 Cell Phone: N/A Email address: rcrw1@hotmail.com
- Name of Record Titleholder of Property (and spouse): Board of Commissioners Riley County
 Mailing Address: 110 Courthouse Plaza City, State, Zip: Manhattan, KS 66502
 Daytime Phone: (785) 565-6200 Evening Phone: N/A
 Cell Phone: N/A Email address: rvargo@rileycountyks.gov
- Name of Representative (if applicable): Schwab Eaton
 Mailing Address: 5410 Ledge Stone Drive, Suite 100 City, State, Zip: Manhattan, KS 66503
 Daytime Phone: (785) 539-4687 Evening Phone: N/A
 Cell Phone: N/A Email address: jbrooks@schwab-eaton.com
- Names and Addresses of **ALL** Contract Purchasers (and spouses):
 Name: N/A
 Mailing Address: N/A City, State, Zip: N/A
 Name: N/A
 Mailing Address: N/A City, State, Zip: N/A
- Is property subject to a lease of any kind? yes ☒ no
 Name of Tenant: N/A
 Mailing Address: N/A City, State, Zip: N/A
- Property Use:
 a.) Present structures on property: Buildings, Wind Turbines
 b.) Current use of property: Riley County Parks Department
 c.) Proposed use of property (include all uses; be specific): The proposed use of the property consists of the construction and operation of a 115'-tall, 300,000-gallon, welded steel, single pedestal water tower, with associated gravel entrance drive, piping, valving, and related appurtenances for the purposes of rural water storage and distribution.

Attachment: Application for RWD #1 water tower (14794 : Signature on application for new RWD #1 water tower)

7. What is the request?

- ☐ Rezone ☐ Platting ☐ Replatting ☐ Conditional Use ☐ Variance ☒ Special Use
☐ Easement/road vacation ☐ Boundary Line Adjustment ☐ Regulation Amendment
☐ Residential Use Designator ☐ Lot Split ☐ Appeal

Please explain reasons for the request: The purpose of the project and special use permit is to increase rural water storage within the service area of Riley County Rural Water District No. 1. Water storage is necessary to meet peak demands and provide limited, continued water service during emergencies. Additional water storage will enhance the overall reliability of the system and allow additional growth immediately northwest of Manhattan and throughout rural Riley County.

8. Water source: Proposed or Existing? Existing

- ☐ Well ☐ Central Water ☒ Rural Water ☐ City Water ☐ N/A Other: _____

9. Sewage disposal system: Proposed or Existing? N/A

- ☐ Septic ☐ Lagoon ☐ Central System ☐ City Sewer ☒ N/A Other: _____

10. The Kansas Supreme Court suggested that one factor to consider in determining rezoning requests, is the potential hardship (financial or non-financial) on the property owner, as compared to the gain to public health, safety and welfare, if a request is denied. To help evaluate this factor, please describe any hardship you may endure if the request is not approved:

N/A

11. Please submit the following “checked” items prior to the application deadline:

- | | |
|--|--|
| ☒ Complete application | ☒ Certificate of Title |
| ☒ Legal Description (digital copy) | ☒ Site Plan |
| ☐ PDF copy of Preliminary Plat | ☐ PDF copy of Final Plat |
| ☐ Certificate of Survey | ☐ Elevation Certificate |
| ☐ PDF copy of Preliminary Development Plan | ☐ PDF copy of Final Development Plan
(following preliminary plan approval) |

☒ Application Fee \$500.00 (please make checks payable to Riley County Planning & Development)

Attachment: Application for RWD #1 water tower (14794 : Signature on application for new RWD #1 water tower)

Signature:

I hereby certify that to the best of my knowledge and belief, this application is true and complete, and that I am the owner or one of the owners of the described property.

Owner

Date

STATE OF KANSAS)
) SS:
COUNTY OF RILEY)

Before me, the undersigned, a Notary Public in and for said County and State, and on this _____ day of _____, 20____, personally appeared _____, known to be the identical person who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth. Witness my hand and official seal the day and year above set forth.

Notary Public

Date Commission Expires

*****OFFICE USE ONLY*****

PID #: _____

CURRENT ZONING: _____

S-T-R: _____ TOWNSHIP: _____

- | | | | | | |
|---|--------------------------------------|---|---|-----------------------------------|------------------------------------|
| ☐ Rezoning | ☐ Platting | ☐ Re-platting | ☐ Conditional Use | ☐ Variance | ☐ Lot Split |
| ☐ Boundary Line Adjustment | ☐ Special Use | ☐ Regulation Amendment | ☐ Easement/road vacation | | |
| ☐ Residential Use Designator | ☐ Appeal | | | | |

REQUEST DESCRIPTION:

LOCATION DESCRIPTION:

Attachment: Application for RWD #1 water tower (14794 : Signature on application for new RWD #1 water tower)



COUNTY CLERK & ELECTIONS
Boards

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: May 30, 2024

SUBJECT: Road and Bridge Advisory Board appointments

PRESENTER: Cindy Kabriel, Senior Administrative Assistant

POSSIBLE MOTION(S)

Move to appoint Jennifer Hancock, Robert Peterman, and Steven Altobello to the Road and Bridge Advisory Board and approve "Resolution No. 053024- , A Resolution appointing representatives to the Road and Bridge Advisory Board".

Move to deny

Move to modify

Move to table

Enclosures:

- 05-30-24 resolution Hancock Peterman Altobello (DOC)

RESOLUTION NO. 053024-**A RESOLUTION APPOINTING REPRESENTATIVES TO THE
ROAD AND BRIDGE ADVISORY BOARD**

WHEREAS, Riley County has eleven positions on the Road and Bridge Advisory Board, and

WHEREAS, the following positions are open and the county residents listed below are eligible and have indicated a willingness to serve; and

WHEREAS, the Board of Commissioners of Riley County, Kansas, desire to appoint these county residents to the Road & Bridge Advisory Board and for the terms as indicated below:

Jennifer Hancock Comm Dist 2	May 30, 2024- December 31, 2025	Road & Bridge 3 year
Robert Peterman Comm Dist 2	May 30, 2024- December 31, 2026	Road & Bridge 3 year
Steven Altobello Chamber rep Comm Dist 2	May 30, 2024- December 31, 2026	Road & Bridge 3 year

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that the above referenced county residents are hereby appointed to the Road & Bridge Advisory Board for the designated period of time.

ADOPTED this 30th day of May, 2024.

**BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS**

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk



COUNTY CLERK & ELECTIONS
Personnel

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: May 30, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-05 HD ADonnelly EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Abby Barr-Donnelly**Status Change Date:** 06/10/2024**Status Change:** New Hire**Date of Hire:** 06/10/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** WIC Dietitian**Position Type:** Full Time**Pay Range:** Range 14**Pay Type:** Hourly**Base Rate:** \$30.84**Annualized Pay:** \$64,147.20**Funds Codes:** 30 – Health Department, 412 – HD WIC**Supervisor:** Kaylyn Speth**Department Head:** Julie Gibbs

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-05 HD ADonnelly EAF (14793 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 03, 2024**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:30 AM

Press Conference

2. RCPD Update - Lt. Luke Breault (3-5 minutes)
3. Downtown Manhattan update - Gina Snyder (3-5 minutes)

10:00 AM

Russel Stukey, Emergency Management Director

4. Staff update

10:15 AM

Amanda Webb, Planning/Special Projects Director

5. Staff update

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

Attachment: 06-03-24 tentative agenda (14206 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 06, 2024**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Elizabeth Ward, Human Resources Director

1. Human Resources update

9:15 AM

Michael Boller, Noxious Weed Director

2. Staff update

9:30 AM

Elizabeth Ward, Human Resources Director

3. Employee Procedures Manual

10:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

10:20 AM

Break

10:30 AM

Comprehensive Plan Consultant Interviews

11:30 AM

Comprehensive Plan Consultant Interviews

Adjournment

Attachment: 06-06-24 tentative agenda (14206 : Tentative Agenda)

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

Attachment: 06-06-24 tentative agenda (14206 : Tentative Agenda)



COUNTY CLERK & ELECTIONS
Budget

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

MEMORANDUM

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: May 30, 2024

SUBJECT: 2025 Riley County Extension Appropriation Request

PRESENTER: Gary Fike, Extension Office

Enclosures:

- Pre-Budget to BOCC 2025 (PDF)

BUDGET FOR THE Riley COUNTY EXTENSION COUNCIL

For the period from January 1, 2025 to December 31, 2025 This budget is prepared in accordance with K.S.A. 2-610 as amended.

EXPENDITURES

Printing, Audit, Treasurer Bond, Liability Insurance.....	\$10,000
Telephone.....	\$6,000
Rent, Heat and Lights.....	\$0
Supplies, Stationery, and Postage.....	\$8,045
Equipment	\$25,000
Educational Program Support.....	\$16,000
Travel.....	\$12,500
Subsistence.....	\$5,000
Salaries and Wages.....	\$614,000
Employee Benefits.....	\$150,000
.....	\$0
.....	\$0
Sub-Total.....	\$846,545
Nonappropriated Funds (Reimbursable Transactions).....	\$150,000
Capital Outlay Reserve	\$0
TOTAL EXPENDITURES.....	\$996,545

Receipts

Unencumbered Cash balance.....	\$68,200
Kansas State University.....	\$74,620
County Appropriation.....	\$667,380
Interest	\$4,000
Other	\$32,345
Sub-Total.....	\$846,545
Nonappropriated Funds (Reimbursable Transactions).....	\$150,000
Capital Outlay Reserve	\$0
TOTAL RECEIPTS.....	\$996,545

Proposed _____
Representing County Extension Council

Date _____

Proposed and Approved* _____
Representing the Director of Extension

Date _____

Approved _____
Representing Board of County Commissioners

Date _____

*The signature of the Director of Extension or the Director's representative constitutes approval of expenditures in accordance with K.S.A. 2-615 and K.S.A. 2-610 as amended.

KSU 8-1 (2023)

Attachment: Pre-Budget to BOCC 2025 (14800 : 2025 Riley County Extension Appropriation Request)



COUNTY APPRAISER'S OFFICE
Staff Update

Anna Burson
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

STAFF REPORT

FROM: Appraiser's Office

MEETING: May 30, 2024

SUBJECT: Staff Update

PRESENTER: Anna Burson

Enclosures:

- 5-30-24 staff update (DOCX)
- 5-30-24 BOTA UPDATE.xlsx (PDF)

Appraiser's Office Staff Report

BOCC May 30th, 2024

Personal Property

- Our team certified Personal Property values to the clerk on Friday May 24th. The appraisal roll for personal property totaled \$55,967,695.

AG Use

- AG Use maps were mailed on May 15th to all property owners with agricultural land. As a reminder we are asking property owners to review and update these maps accordingly. Please reach out to our office if they have any questions or concerns. We are processing the ag maps as they are received, and our ag appraiser is reviewing sales and has begun annual review.

Residential

- There are approximately 317 residential home sales so far for 2024. The median sale price is \$232,250 and the average sale price is \$256,892. Our sales ratio currently stands at 96%. As a reminder these statistics are calculated using unvalidated sales. Our team is working on sales and annual review currently and we anticipate sending green cards out in the coming months.

Commercial:

- Our commercial team is preparing for BOTA, reviewing sales, and completing AR. The next slide shows the updates to the open Commercial BOTA cases.
- We certified the Real Estate Property Roll on May 13th. The appraisal roll for real estate property totals \$9,981,861,540.

Other business:

- Training-KCAA
- Scanning project/ updating processes and procedures
- BOTA
- PUP's

Attachment: 5-30-24 staff update (14799 : Appraiser's Office Staff Update)

BOTA - OPEN									
5/27/2024									
DOCKET	PARCEL NUMBER	QR#	YEAR	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	FINAL	TAXPAYER VALUE	SCHEDULED
2024-403-PR	081-177-35-0-00-04-001.00-0	R5761	2023	MASTER TEACHER, THE	MASTER TEACHER, THE	\$137,560		\$68,780	MONDAY, JANUARY 13, 2025 @ 9:00 AM FOR TWO HOURS IN TOPE
PENDING	081-177-35-0-00-04-001.00-0	R5761	2024	MASTER TEACHER, THE	MASTER TEACHER, THE	\$137,460			PENDING
2023-2524-EQ	081-189-31-0-00-00-007.00-0	R6092	2023	COLONIAL GARDENS LLC (3050 TCB)	COLONIAL GARDENS MHP OFFICE	\$407,900		?	TUESDAY, SEPTEMBER 17, 2024 @9:00 AM FOR 2 HOURS IN TOPE
2023-2523-EQ	081-189-31-0-00-00-010.00-0	R6096	2023	COLONIAL GARDENS LLC (3000 TCB)	COLONIAL GARDENS	\$8,856,630		\$8,327,504	TUESDAY, SEPTEMBER 17, 2024 @9:00 AM FOR 2 HOURS IN TOPE
2023-2525-EQ	081-189-31-0-00-00-017.01-0	R6104	2023	COLONIAL GARDENS LLC (0000 E MARLATT)	COLONIAL GARDENS - VACANT	\$1,870		?	TUESDAY, SEPTEMBER 17, 2024 @9:00 AM FOR 2 HOURS IN TOPE
2024-1200-EQ	081-189-31-0-00-00-073.00-0	R6161	2024	THE LINKS AT MANHATTAN	THE LINKS AT MANHATTAN	\$52,657,400		\$42,000,000	THURSDAY, MARCH 13, 2025 @ 1:30 PM FOR 1/2 DAY IN TOPEKA
2023-2526-EQ	081-203-06-2-70-18-001.00-0	R7912	2023	BLUE VALLEY MHC LLC	BLUE VALLEY MHC LLC	\$4,239,320		\$3,825,000	TUESDAY, SEPTEMBER 17, 2024 @11:00 AM FOR 1 HOUR IN TOPEI
2023-2441-EQ	081-203-07-2-20-09-003.00-0	R8759	2023	SUNFLOWER BANK	SUNFLOWER BANK	\$4,626,910		\$2,313,455	MONDAY, DECEMBER 16, 2024 @ 1:30 PM FOR 90 MINUTES IN TOP
PENDING	081-203-07-2-20-09-003.00-0	R8759	2024	SUNFLOWER BANK	SUNFLOWER BANK	\$4,801,840			PENDING
2020-6179-PR	081-203-07-2-80-01-001.02-0	R9273	2019	BJS, INC	IHOP	\$1,974,000		\$1,000,000	MONDAY, JULY 22, 2024 @ 1:30 PM FOR 2 HOURS IN TOPEKA
2020-6180-EQ	081-203-07-2-80-01-001.02-0	R9273	2020	BJS, INC	IHOP	\$1,974,000		\$1,482,207	MONDAY, JULY 22, 2024 @ 1:30 PM FOR 2 HOURS IN TOPEKA
2021-1105-EQ	081-203-07-2-80-01-001.02-0	R9273	2021	BJS, INC	IHOP	\$1,974,000		\$1,300,000	MONDAY, JULY 22, 2024 @ 1:30 PM FOR 2 HOURS IN TOPEKA
2020-1714-EQ	081-204-18-2-10-18-001.00-0	R9845	2020	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$2,100,000		\$1,365,000	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA
2021-5574-EQ	081-204-18-2-10-18-001.00-0	R9845	2021	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,770,000		\$1,150,500	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA
2022-1386-EQ	081-204-18-2-10-18-001.00-0	R9845	2022	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,670,000		1463240	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA
2023-1154-EQ	081-204-18-2-10-18-001.00-0	R9845	2023	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,570,000		\$1,402,794	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA
2020-1099-EQ	081-204-18-2-10-18-001.01-0	R9846	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$133,660		?	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO D.
2021-1437-EQ	081-204-18-2-10-18-001.01-0	R9846	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,910		prior year value	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO D.
2022-2165-EQ	081-204-18-2-10-18-001.01-0	R9846	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,040		?	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO D.
2023-1916-EQ	081-204-18-2-10-18-001.01-0	R9846	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$139,920		?	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO D.
2024-1215-EQ	081-204-18-2-10-18-001.01-0	R9846	2024	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,940			THURSDAY, MARCH 13, 2025 @ 9:00 PM FOR 1/2 DAY IN TOPEKA
2020-1097-EQ	081-204-18-2-10-18-002.00-0	R9847	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,398,740		?	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO D.
2021-1435-EQ	081-204-18-2-10-18-002.00-0	R9847	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,478,940		prior year value	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO D.
2022-2164-EQ	081-204-18-2-10-18-002.00-0	R9847	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,480,660		?	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO D.
2023-1914-EQ	081-204-18-2-10-18-002.00-0	R9847	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,479,080		?	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO D.
2024-1213-EQ	081-204-18-2-10-18-002.00-0	R9847	2024	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,543,950			THURSDAY, MARCH 13, 2025 @ 9:00 PM FOR 1/2 DAY IN TOPEKA
2020-1098-EQ	081-204-18-2-10-18-011.00-0	R9848	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$119,500		?	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO D.
2021-1436-EQ	081-204-18-2-10-18-011.00-0	R9848	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,850		prior year value	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO D.
2022-2166-EQ	081-204-18-2-10-18-011.00-0	R9848	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,000		?	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO D.
2023-1915-EQ	081-204-18-2-10-18-011.00-0	R9848	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$125,850		?	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO D.
2024-1214-EQ	081-204-18-2-10-18-011.00-0	R9848	2024	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,810			THURSDAY, MARCH 13, 2025 @ 9:00 PM FOR 1/2 DAY IN TOPEKA
2024-1202-EQ	081-204-18-2-10-20-004.01-0	R9854	2024	MANHATTAN MARKETPLACE SC LLC	BEST BUY	\$2,460,000			TUESDAY, FEBRUARY 11, 2025 @ 9:00 AM FOR 1 HOUR IN TOPEKA
2021-285-PR	081-204-18-2-10-20-004.02-0	R9855	2020	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,375,000		\$1,114,370	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA
2021-5575-EQ	081-204-18-2-10-20-004.02-0	R9855	2021	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,160,000		\$1,114,370	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA
2022-1387-EQ	081-204-18-2-10-20-004.02-0	R9855	2022	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,090,000		?	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA
2023-1155-EQ	081-204-18-2-10-20-004.02-0	R9855	2023	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,029,000		\$984,227	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA
2020-1713-EQ	081-204-18-2-10-20-005.00-0	R9857	2020	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,585,000		?	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA
2021-2046-EQ	081-204-18-2-10-20-005.00-0	R9857	2021	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,125,000		\$3,415,016	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA
2022-1385-EQ	081-204-18-2-10-20-005.00-0	R9857	2022	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,015,000		\$3,415,016	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA
2023-1153-EQ	081-204-18-2-10-20-005.00-0	R9857	2023	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$3,785,000		\$3,278,465	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA
2020-1715-EQ	081-204-18-2-10-20-013.00-0	R302812	2020	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$745,000		\$484,250	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA
2021-5576-EQ	081-204-18-2-10-20-013.00-0	R302812	2021	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$630,000		\$478,968	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA
2022-1388-EQ	081-204-18-2-10-20-013.00-0	R302812	2022	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$380,000		\$190,000	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA
2023-1156-EQ	081-204-18-2-10-20-013.00-0	R302812	2023	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$255,000		2	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA
2021-1662-EQ	081-204-18-2-30-03-004.00-0	R10629	2021	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$3,820,400		\$2,060,000	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA
2022-2163-EQ	081-204-18-2-30-03-004.00-0	R10629	2022	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$4,011,420		\$3,630,000	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA
2024-402-PR	081-211-02-0-00-00-001.00-0	R13450	2023	MASTER TEACHER, THE	MASTER TEACHER, THE	\$2,855,840		\$1,427,920	MONDAY, JANUARY 13, 2025 @ 9:00 AM FOR TWO HOURS IN TOPE
PENDING	081-211-02-0-00-00-001.00-0	R13450	2024	MASTER TEACHER, THE	MASTER TEACHER, THE	\$2,955,540			PENDING
2020-1749-EQ	081-211-11-0-40-13-003.00-0	R15610	2020	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,914,700		\$17,790,000	TUESDAY, JULY 2, 2024, @ 9:00 AM FOR TWO HOURS IN TOPEKA
2021-1660-EQ	081-211-11-0-40-13-003.00-0	R15610	2021	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,833,000		\$21,160,000	TUESDAY, JULY 2, 2024, @ 9:00 AM FOR TWO HOURS IN TOPEKA
2022-2172-EQ	081-211-11-0-40-13-003.00-0	R15610	2022	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490		\$22,550,000	TUESDAY, JULY 2, 2024, @ 9:00 AM FOR TWO HOURS IN TOPEKA
2023-1157-EQ	081-211-11-0-40-13-003.00-0	R15610	2023	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490		\$22,070,000	TUESDAY, JULY 2, 2024, @ 9:00 AM FOR TWO HOURS IN TOPEKA

BOTA - OPEN									
5/27/2024									
DOCKET	PARCEL NUMBER	QR#	YEAR	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	FINAL	TAXPAYER VALUE	SCHEDULED
2020-915-EQ	081-211-12-0-30-11-004.01-0	R16204	2020	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,715,200		?	FRIDAY, DECEMBER 13, 2024 @ 10:00 AM FOR TWO HOURS IN TOPEKA
2021-1439-EQ	081-211-12-0-30-11-004.01-0	R16204	2021	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400		prior year value	FRIDAY, DECEMBER 13, 2024 @ 10:00 AM FOR TWO HOURS IN TOPEKA
2022-2155-EQ	081-211-12-0-30-11-004.01-0	R16204	2022	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400		?	FRIDAY, DECEMBER 13, 2024 @ 10:00 AM FOR TWO HOURS IN TOPEKA
2023-2296-EQ	081-211-12-0-30-11-004.01-0	R16204	2023	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400			FRIDAY, DECEMBER 13, 2024 @ 10:00 AM FOR TWO HOURS IN TOPEKA
2024-1201-EQ	081-211-12-0-30-11-004.01-0	R16204	2024	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,879,000			THURSDAY, MARCH 13, 2025 @ 9:00 PM FOR 1/2 DAY IN TOPEKA
PENDING	081-212-10-0-00-00-002.00-0	R17221	2024	MASTER TEACHER, THE	00000 KIMBALL AVE (AGRICULTURAL)	\$4,700			PENDING
2024-1501-PR	081-216-13-0-40-06-003.00-0	R19702	2023	DEBRUYN, R L & T H, TRUST	(RESIDENTIAL)	\$808,900		\$750,000	PENDING
2022-5112-EQ	081-216-14-0-10-03-006.02-0	R19739	2022	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,220,060		\$272,021	TUESDAY, JUNE 18, 2024 @ 9:00 FOR A HALF DAY IN TOPEKA
2023-1869-EQ	081-216-14-0-10-03-006.02-0	R19739	2023	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,270,180		\$200,000	TUESDAY, JUNE 18, 2024 @ 9:00 FOR A HALF DAY IN TOPEKA
PENDING	081-216-14-0-10-03-006.02-0	R19739	2024	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,297,170			PENDING
2023-2393-EQ	081-216-23-0-10-08-001.00-0	R20575	2023	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,152,300		\$4,076,150	FRIDAY, SEPTEMBER 6, 2024, @9:00 AM FOR 1 HOUR IN TOPEKA
PENDING	081-216-23-0-10-08-001.00-0	R20575	2024	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,441,700			PENDING
2020-914-EQ	081-216-24-0-20-02-001.00-0	R21288	2020	TARGET CORPORATION	TARGET	\$9,850,000		?	MONDAY & TUESDAY OCTOBER 28 & 29 2024 @ 9:00 AM FOR 2 FULL DAYS
2021-1440-EQ	081-216-24-0-20-02-001.00-0	R21288	2021	TARGET CORPORATION	TARGET	\$9,700,000		prior year value	MONDAY & TUESDAY OCTOBER 28 & 29 2024 @ 9:00 AM FOR 2 FULL DAYS
2022-2157-EQ	081-216-24-0-20-02-001.00-0	R21288	2022	TARGET CORPORATION	TARGET	\$9,700,000		?	MONDAY & TUESDAY OCTOBER 28 & 29 2024 @ 9:00 AM FOR 2 FULL DAYS
2023-2295-EQ	081-216-24-0-20-02-001.00-0	R21288	2023	TARGET CORPORATION	TARGET	\$9,700,000		?	MONDAY & TUESDAY OCTOBER 28 & 29 2024 @ 9:00 AM FOR 2 FULL DAYS
2024-1203-EQ	081-216-24-0-20-02-0001.00-0	R21288	2024	TARGET CORPORATION	TARGET	\$9,700,000		?	MONDAY, JANUARY 13, 2025 @ 11:00 AM FOR ONE HOUR IN TOPEKA
Total County Value in Question						\$319,083,030			

Attachment: 5-30-24 BOTA UPDATE.xlsx (14799 : Appraiser's Office Staff Update)



COMMUNITY CORRECTIONS
Budget

Megan Lewis
Interim Community
Corrections Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

MEMORANDUM

FROM: Megan Lewis, Community Corrections Interim Director

MEETING: May 30, 2024

SUBJECT: Updated CY2025 Budget Request

PRESENTER: Megan Lewis, Community Corrections Interim Director

Please see attached updated memorandum regarding CY2025 budget request.

Enclosures:

- MEMORANDUM - Updated CY2025 Budget Request (DOCX)

MEMORANDUM

TO: Brittany Phillips, Budget & Finance Officer Board of County Commissioners
FROM: Megan Lewis, Interim Director, Community Corrections
DATE: May 9th, 2024
RE: 2025 Community Corrections Personnel Budget Request

BACKGROUND

Community Corrections has a complicated funding structure and has received no increase from the state funding source for 11 years. Yet, with the county's responsibility for administering the program and services to our communities, we have been left with the burden of staffing and maintaining quality services in order promote public safety and prevent offender recidivism.

In 2022, the Board of County Commissioners made the decision to fund the 2023 budgeted portion of personnel expenses not covered by the state in order to ensure staff was paid equitably as Riley County employees, and to prevent layoffs or downsizing of the office.

For the 2024 budget, the BOCC funded the portion of personnel expenses not covered by the continued flat funding by the state. Community Corrections requested \$87,324 in appropriations, which was approved. The Commissioners also approved a 5% COLA for the 2024 budget which amounted to \$38,242 for Community Corrections, totaling \$125,566.

DISCUSSION

Community Corrections provides risk reduction services for the 21st Judicial District with the ultimate goal of promoting public safety, while reducing recidivism. Our department is comprised of 9 full-time staff and 4-6 part-time on-call staff. The average daily population is 117 adult felony offenders, 10 juvenile felony offenders and 35 juveniles under the Youth Court Immediate Intervention Program supervision. In addition, in 2023, a total of 191 juvenile intakes were conducted.

Attachment: MEMORANDUM - Updated CY2025 Budget Request (14802 : Updated Budget Request)

Included in the programming provided by Community Corrections:

- Adult Felony Supervision
- Adult Drug Court
- Cognitive Behavioral Education
- Juvenile Felony Supervision
- Juvenile Case Management
- Youth Court Immediate Intervention Program Supervision
- Random Drug Testing – 7 days/week
- Juvenile Intake - staffed 24/7, 365 days per year
- Parent Project and Loving Solutions Parent Education Classes
- Job Club for unemployed clients
- Electronic monitoring

Our agency supervises high risk clients that have been convicted of a variety of offenses including Manslaughter, Aggravated Battery, Domestic Battery, Assault, Burglary, Robbery, drug offenses including simple Possession, Distribution, Intent to Distribute, Manufacture, and a number of sexual offenses. Community Corrections staff work with clients to identify and address their risk and needs in order to promote public safety and reduce recidivism.

Community Corrections has 11 funding sources, in addition to funds allocated by Riley County, and operates on a fiscal calendar for the funding. However, the Personnel budget operates on an annual basis and therefore it takes deep understanding of how to apply funding to expenses.

Unfortunately, the funding sources reported for the 2024 budget were inaccurate and caused the appropriations request to the Commissioners to be significantly lower than what was required to operate the department for the 2024 calendar year.

On May 9th, 2024, Riley County Community Corrections made a budget request of \$156,744 to the Riley County Board of County Commissioners. On May 20th, 2024, Community Corrections presented a funding request to the Clay County Board of County Commissioners in the amount of \$37,791.85. This amount included the portions of the Clay County ISO I and Juvenile Intake and Assessment positions that are not covered with KDOC

allocations. The request was unanimously approved. In addition, on May 20th, 2024, Riley County Community Corrections was informed that an additional allocation of \$22,131.15, for personnel expenses had been awarded from KDOC. The additional funds received from Clay County and KDOC, respectively, reduce our budget request to Riley County by \$59,923.00

In order to make the 2024 budget balance with the incorrect funding request, Budget & Finance Officer and Human Resources has worked to develop a balanced budget with Community Corrections by making 2 financially impactful changes to staffing for 2024:

- | | |
|--|---------------|
| 1) Juvenile Intake officer hours were reduced by 230 hours | (\$4,371.64) |
| 2) Retirement Payout Below Budgeted Actual | (\$7,457.37) |
| 3) Appointed Interim Director | (\$3,634.99) |
| 4) Left Clay County ISO Vacant | (\$35,931.68) |

FISCAL IMPACT

For 2025, Community Corrections personnel budget shortfall from all other funding sources is \$96,821.02. This is the amount requested for the 2025 budget allocation without COLA.